

~~SECRET~~ 25X1A9a



Chief, Management Staff

50 FILED . OCT 24 1956

Chief, O&M Staff (DD/S Area)

Work Report for Period 18 October 1956 Through 24 October 1956

1. Accomplishment

a. MS 6-57, OS, Reorganization of the Investigation Branch SSD/IOS. (MS 987)

25X1A9a

b. MS 6-19, Comments by Director of Training on "Study of OTR Clerical Training Program" together with MS project staff study forwarded to DD/S.

25X1A9a

c. Staff paper on maintenance of Management Publications prepared and submitted to Chief, Management Staff.

25X1A9a

d. Arranged for presentation of film strips on "Integrated Data Processing" viewed by 12 members of the staff.

2. Assignments (Active)

Target Date

a. MS 5-1E, OC, Study of Technical Accounting Staff.

1 November 1956

25X1A9a

b. MS 5-38, T/O System Analysis, Manpower Control.

1 December 1956

25X1A9a

c. MS 6-14, Study of Agency Overtime Practices.

15 November 1956

25X1A9a

d. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch.

15 November 1956

25X1A9a

e. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees.

1 November 1956

25X1A9a

f. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees, other Components.

15 January 1957

25X1A9a

g. MS 6-48, OS, Reorganization of Support Branch, SSD.

30 November 1956

25X1A9a

h. MS 6-49, OTR, Study of OTR Language and Area Instruction. (RY MS 883)

1 November 1956

25X1A9a

i. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to OCR and Establishment

15 November 1956

25X1A9a

~~SECRET~~

~~SECRET~~

j. MS 6-58, OC, Review of Work Measurement System - Finance. [REDACTED] 1 November 1956

k. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [REDACTED] and Transfer of Area Position. [REDACTED] 1 November 1956

3. Assignments (Inactive)

a. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED] 1 January 1957

b. MS 5-1D, OC, Study of the Budget Division. [REDACTED] 15 December 1956

c. MS 5-1F, OC, Study of Program Analysis Staff. [REDACTED] 2 November 1956

4. Training

a. 5 Hours - Reading Improvement Course. [REDACTED] 25X1A9a

b. 8 Hours - National Business Machines Show, New York. [REDACTED] 25X1A9a

c. [REDACTED] is attending the Systems & Procedures Seminar in Philadelphia. Total hours will be reported next week.

[REDACTED] 25X1A9a

~~SECRET~~